

Phone: 803-642-7654

Fax: 803-642-7646

**MUNICIPAL BUILDING CONFERENCE CENTER
RENTAL AGREEMENT**

Date of Event: _____ No. of Expected Guests: _____

Type of Event: _____

Lessee: _____

Refund Deposit to: _____

Address: _____ City/State _____ Zip _____

Telephone Number: (home) _____ (work) _____

E-mail Address: _____

Time Building to be opened: _____ Time closed: _____

Caterer: _____ Telephone No.: _____

WILL THERE BE ALCOHOL AT THE EVENT? YES _____ NO _____

Alcohol:

If you plan to sell alcohol, you must obtain the appropriate license/permit from the SC Department of Revenue. Please submit a copy of your SCDOR license.

Will alcoholic beverages be sold? Yes No

Have you applied for a South Carolina temporary ABC permit? Yes No

Who will be selling/serving the alcohol? _____

SETUP INSTRUCTIONS: Please use attached diagram sheet.

**** IMPORTANT: DEPOSIT AND/OR RENTAL FEES ARE FORFEITED WHEN EVENTS ARE
CANCELLED LESS THAN 60 DAYS PRIOR TO THE SCHEDULED ACTIVITY.**

FEES:	Basic 6 hours (from time door is opened)	Monday through Thursday	\$250.00	
		Friday through Sunday	\$400.00	\$ _____
	Additional Hours (\$50.00) _____			_____
	Damage Deposit (Refundable)			100.00 _____
	Kitchen Facilities (\$25.00 per event)			_____
	Other charges if applicable _____			_____
			TOTAL DUE	_____
			Less Deposit	_____
	BALANCE DUE THIRTY (30) DAYS PRIOR TO EVENT			_____

Lessee agrees to indemnify the City of Aiken and hold it harmless from all damages, injuries, liabilities, losses and expenses incurred by any person or party in any way from the Lessee's use or rental of the Municipal Building and equipment. Lessee also releases the City of Aiken from all damages, injuries, liabilities, losses and expenses incurred by the Lessee in any way from its use of rental of the Municipal Building and equipment. We agree to all the conditions and terms listed in the attached operating and rental policies.

Signature of Lessee: _____ Date: _____

Accepted by City of Aiken: _____ Date: _____

Refund date (or explanation for no refund, including charges, damages, etc.)

****Handicapped persons may use the Park Avenue or Bee Lane entrance to the Conference Center.**

IN CASE OF EMERGENCY OR LOCKED DOORS, PLEASE CONTACT PUBLIC SAFETY (642-7620).

CITY OF AIKEN MUNICIPAL BUILDING CONFERENCE CENTER

OPERATING AND RENTAL POLICIES

Thank you for your interest in renting the Municipal Building Conference Center. City staff will be happy to assist you to help make your event a success. Please read the following policies regarding use of this facility and observe the rules carefully.

The administrative office for the Conference Center is located in the Administration and Finance Building at 135 Laurens Street, SW, Aiken, South Carolina 29801.

All guests to a Conference Center event are to use the entrance at 215 The Alley, Aiken, South Carolina. In addition to the main meeting room, the Municipal Building Conference Center makes available use of the rear lobby, kitchen, and conference center partitions. Under no circumstances will guests be allowed to use any portion of the second floor of the building. For information regarding use of City equipment, see "9. Conference Center Services."

1. Reservations: Reservations for use of the Conference Center shall be made on a first-come, first-serve basis. Reservations may be made up to twelve months in advance. Requests for reservations of the Conference Center must be made through the City Manager's Office, 135 Laurens SW, Post Office Box 1177, Aiken, SC 29802. Reservation information is also available by telephone at 803-642-7654. **Reservations are not valid until a completed reservation form is submitted and deposit of \$100 is received by the City.** The total rental fee must be paid at least **thirty (30) days prior to the date of use.**

2. Damage Deposit Fee: The initial rental deposit also acts as a damage deposit and is refundable within two weeks after the activity **only** if the facility is left in acceptable condition and any borrowed equipment is left undamaged or if the reservation is **cancelled 60 days prior to the activity.** The Lessee is responsible for any damage to the facility or equipment during the rental period and may be charged an additional fee for repair, replacement or major cleaning. In the event that attendees to this activity become unruly, damage City property, or allow activity that will require or has required major cleaning, the City of Aiken reserves the right to end the event at any time in its discretion, and Lessee shall forfeit all monies paid, including the security deposit, and be subject to paying these damages.

3. Hours Available: Normal use of the Conference Center shall be between the hours of 7:30 A.M. and Midnight daily.

4. Smoking: Smoking is not permitted in the Conference Center or in the Municipal Building. The patio is designated as an outdoor smoking area.

5. Capacity: The Conference Center has a seating capacity, with round tables, for approximately 124 persons. Combined use of round and rectangular tables increases this to about 150 persons, and seating without tables expands the capacity to approximately 200 persons. Unseated events may accommodate up to 315 persons.

6. Security: Cameras are placed throughout the Municipal Building and Conference Center for security purposes.

At the City's option and at the Lessee's expense, the Lessee may be required to provide one or more Aiken Public Safety Officers as may be determined by the occasion or the attendants. The City shall make this determination after reviewing the application for reservation.

7. Parking: Parking is available on Newberry Street, Laurens Street, and Park Avenue. Under no conditions will conference attendees be allowed to park on Bee Lane or in The Alley.

8. Catering Provisions: Rental of the Conference Center may include rental of the catering kitchen for an additional \$25 fee. The City does not provide plates, utensils, tablecloths, or preparation materials. The Lessee is responsible for the preparation and clean-up of the kitchen.

9. Conference Center Services: The City of Aiken provides the following list of equipment at no cost to the Lessee, and will set up and take down/remove these furnishings for all events. No telephone nor modular jacks are in the Conference Center at the present time. Eleven electrical outlets are placed throughout the room.

<u>Quantity</u>	<u>Description</u>
190	Chairs
18	60" Round Tables (seating capacity 8 persons per table)
30	72" X 30" Rectangle Tables (seating capacity 6 persons per
1	Screen 8' X 8'
1	Podium with Microphone

10. Open Access: The City of Aiken reserves the right to open access at all times to all space occupied by Lessee.

11. Rental Fees: The basic rental time for use of the Conference Center is six (6) hours which includes the time used for preparation, decorating, and clean-up after the event (from the time the building is opened until time it is closed). If your event will require more than six (6) hours the day of the event, the charge is \$50 per additional hour and is in addition to the basic rate. Rental hours must be consecutive. Should you come in several hours for decorating, leave, then come back for the event, you will be charged for the entire time. For example, open for decorating at 10 A.M., leave at noon, come back at 4 P.M., event over at 10 P.M., the cost will be calculated from 10 A.M. until 10 P.M. (12 hours). Should you need to use the Center the day before your event, you will be charged the basic rental amount. The building must be secured by Midnight. All personal belongings must be removed and all persons must have vacated the building by midnight. **See rental agreement form for exact costs for rental.**

12. Liability: The lessee is responsible for any damage or breakage to any portion of the Conference Center or the Municipal Building, and agrees to repair/replace in full any damage done to the facility while under rental contract, reasonable wear excepted. The Lessee also agrees to hold harmless the City of Aiken in any way for accident or injury which may occur to a person(s) on the premises during the rental period.

13. Sign and Decoration Placement: Positively no chemicals, paints, toxic materials, tape, glue, tacky substances, nails, tacks, or other materials are to be used on the walls or support posts in the conference facility. If confetti is used, Lessee must clean up the confetti. Birdseed must be used in lieu of throwing rice at weddings.

14. Sublease Prohibited: The Lessee shall not assign or let the space covered by this agreement without the written consent of the City.

15. Lessee's Responsibilities: The Lessee or his designee must be present during preparation (facility decorating and catering set-up) and clean-up times. The City's Building Manager will address any problems or concerns to the Lessee or his designee. Facility clean-up and removal of Lessee's personal properties are the responsibility of the Lessee. **All personal properties must be removed from the facility at the end of the event** because the facility may be rented for the next day. The City is responsible for the storage of all City furnishings and equipment and the routine maintenance of the floor.

Pets **are not** allowed under any circumstances.

All portable kegs with tubs must be setup in the Lobby by The Alley. Portable bars and coolers are preferred to be setup in the Lobby by the Alley. Special permission from the Building Manager is required to have these items setup in the Conference Center.

The Lessee is responsible for assisting any disabled person(s) attending an event in the Conference Center. Entry for the disabled is through the 214 Park Avenue, SE entrance to the Municipal Building or off Bee Lane. A ramp is located in the Conference Center for access to the lower floor.

The ramp or doorways cannot be blocked or obstructed at any time because of emergency evacuation procedures.

16. Special Events: As determined by the City, requests to hold certain special events in the Conference Center may require approval from the Fire Marshall.

17. ADA Compliance: The Lessee warrants that it is in compliance with the Americans with Disabilities Act (P.L. 101-336), and that it will, in carrying out the requirements of this lease, comply in all respects with provisions of the Act and its implementing regulations.

18. Food/Beverage Placement: Food and beverage tables will not be allowed on carpeted areas of the Conference Center. Food and beverage tables must be placed on the wood floor area of the Center or in the Lobby.

19. Alcoholic Beverage: Alcoholic beverages may be served **inside** the Conference Center. Under no circumstances may a bar be set up on the patio/courtyard, nor may drinks be taken outside the building for consumption. It is recommended that the bar be set up in the lobby area.

20. Access to Building: City staff will control access to the building before and after all events, and will remain on the premises until the building is vacated.

21. Sound Equipment: No personal sound equipment, CD's or other sound devices will be allowed to plug into the City's sound system.

In case of emergency or locked doors, please call the Aiken Department of Public Safety 642-7620.

EVENT: _____

DATE OF EVENT: _____

REQUEST FOR USE OF CONFERENCE CENTER EQUIPMENT

<u>NO.</u>	<u>ITEM</u>	<u>ACCOUNTED FOR</u>	<u>MISSING</u>
_____	Chairs	_____	_____
_____	Microphones	_____	_____
_____	60" Round Tables	_____	_____
_____	72"X30" Rectangular Tables	_____	_____
_____	Screen	_____	_____
_____	Podium with microphone	_____	_____

_____ The following damages to the Municipal Building/Conference Center were reported at the completion of the event named above:

_____ The Conference Center and Municipal Building appear to be in good condition at the completion of the event named above. However, the City of Aiken reserves the right to a final inspection during office hours and within 24 hours of this event.

Signature-Lessee

Signature-Custodian

Date

Date